



United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION Durham NC		2. POSITION NUMBER N020115-001	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>PCS for Admin work in the Human Resources Group, GS-0200 (12/2000)</i>					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	<i>HUMAN RESOURCES OFFICER</i>	<i>GS</i>	<i>0201</i>	<i>15</i>	<i>001</i>
4. Supervisor's Recommendation	Human Resources Officer	GS	0201	15	001
5. ORGANIZATIONAL TITLE OF POSITION (if any) Division Director		6. NAME OF EMPLOYEE Jeremy Taylor			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. OARM		g.			
c. OARM-RTP		h. Employing Office Location Durham NC			
d. HRMD -RTP		i. Organization Code HDC00000			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead.</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Mark McPherson, Deputy Director		d. Typed Name and Title of Second-Level Supervisor Peter Johnson, Director			
b. Signature 	c. Date 8/4/15	e. Signature 		f. Date 8/5/15	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
(b) (6)		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Executive	f. Functional Classification Code --
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (0__% of time) <input type="checkbox"/> This position is subject to random drug testing ( )		i. Classifier's Signature <i>Michelle L Braggan</i>		j. Date 08/05/15
(b) (6)					





**Human Resources Officer**  
**GS-0201-15**

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**Introduction**

This position is located in the Human Resources Management Division (HRMD), Office of Administration and Resources Management-Research Triangle Park (OARM-RTP), Office of Administration and Resources Management (OARM), U.S. Environmental Protection Agency, Durham, N.C. The HRMD serves as one of three EPA human resources Shared Service Centers that manage the transactional work associated with an operating personnel office. Additionally, the incumbent manages services performed for the OARM-RTP such as labor-management relations, employee relations and employee benefits.

The incumbent administers authorities to provide comprehensive advice on the full range of human resource management functions to key managers, and supervisors; to integrate the program objectives of human resources administration with allied and related programs; and to manage the office and direct the staff of the HRMD.

**Major Duties**

The incumbent administers appointing and associated authorities for federal employees serviced by an EPA Shared Service Center. Ensures human resources management actions taken conform to the laws and regulations governing federal human resources and negotiated labor-management agreements. Supervises the Shared Service Center subordinate branches and facilitates the technical human resources services provided. Develops and implements a self-evaluation system to assess compliance and effectiveness; reviews results; and takes appropriate corrective action. Responds to required actions identified by outside reviewers.

As the RTP-SSC Manager, the incumbent is responsible for planning, developing and administering a comprehensive human resources management program which will locate, attract, select and retain on the basis of merit, the best applicants available from the standpoint of knowledge, skills, integrity, and suitability. This responsibility applies equally to administration, and appraisal of the effectiveness of the program, and necessary modification of the program to achieve overall objectives. Initiates procedures to assure the successful continuation of the personnel program which includes such phases as position classification and compensation; staffing and recruiting; employee performance evaluation; communications, employee recognition and incentive, affirmative action; and personnel records and reporting. Ensures compliance with laws, rules and regulations, affecting human resources operations. Renders authoritative advice and guidance to management on the interpretation and application of such laws, rules and regulations, and on the appropriateness and propriety of personnel proposals.

Participates in EPA Shared Service Center policy development, reformulates general national human resources policy and tailors it to local needs and circumstances. The incumbent is regularly called upon to contribute recommendations, suggestions and analyses to key Headquarter's officials on major national human resources and workforce policy issues.

Represents the EPA-RTP in numerous inter- and intra-agency committees, taskforces and work and advisory groups, such as the EPA's Shared Service Centers Implementation, and the Office of Personnel Management's Human Resources Line of Business Initiative, State and local governments, etc., dealing with general, Federal and Agency human resources management issues and problems. Takes leadership role in contributing ideas and suggestions to such gatherings at which new and progressive human resources or other programs, systems and products are being developed or designed. Represents the Agency at meetings, and conferences, by furnishing valuable information on the Agency's mission, goals, organizations, and employee opportunities. Acts as an Agency human resources expert at these Federal and public meetings.

Directs the operating human resources program which improves management's knowledge and utilization of sound human resources management concepts, techniques and operations through aggressive and innovative leadership and guidance. Directs the human resources office staff to ensure that a balanced approach is taken to human resources management. Exercises full authority in supervising the human resources management workforce in servicing highly technical employees occupying complex, frequently state-of-the-art, and unique scientific positions. Ensures that special employment programs such as the Student Employment Programs and the Veterans Readjustment Act, etc., are utilized to the maximum benefit of the organizations. Ensures that managers are kept fully aware of, and up-to-date, on such special programs. Advises management of human resources management implications or various resource and programmatic decisions.

In addition to duties in support of the Shared Service Center, the incumbent serves as the principal human management resources advisor to RTP senior management, as well as the AA/ORD, on all human resources programs and initiatives. Assists Program Offices in the development of strategic, long-term and short-term program plans to address human resources management requirements.

Functions as the RTP senior advisor to management in responding to requests for information, analyses, recommendations, projections and evaluations regarding human resources, workforce, training, recruitment, organizational development and program analyses issues. Proactively conducts program, organizational and human resources trend analyses, integrating organizational and workforce planning and development with budget and overall program considerations. Projects future program and workforce needs and directions and recommends major and significant revisions and innovations to senior management officials. Assesses demographic dynamics and shifts, projecting changing workforce needs, and changing skills mix needs.

Directs the operation of a variety of activities aimed at improving the quality of life of RTP employees, such as the health services program, Employee Counseling Program, local daycare facility, Medical Monitoring Program, Leave Bank and Leave Sharing Program, and Eldercare and Family Care Program. Conducts surveys and assesses employee morale. Devises and recommends remedies for morale and working condition deficiencies identified. Acts as the primary contact for communication between management and employees, maintain a continuing awareness of employee attitudes.

As a key advisor to senior management, works closely with the RTP-Director, Office of Civil Rights in coordinating and advancing the Equal Employment Opportunity (EEO) and Affirmative Action Program. Conducts studies and compiles comprehensive statistics concerning recruitment, hiring, promotions, training, upward mobility and community action projects. Analyzes results and recommends changes to the EEO strategic plan.

Oversees the EPA-RTP Labor and Employee Relations Programs. Serves as an advisor to all levels of management on labor and employee relations activities. Makes decisions in high-profile cases and resolves controversial issues that require superior experience, extensive analytical skills and an extraordinary degree of judgment and discretion in all matters related to human resources management. Maintains a close professional relationship with Headquarters, Director of Human Resources and staff members.

Supervises the staff in four branches within the shared service center and the staff in the Management Service Branch within HRMD-RTP. Directs, coordinates, and oversees work through five subordinate supervisors. Advises staff regarding policies, procedures, and directives of higher-level management or headquarters. Selects candidates for positions taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Ensures reasonable equity among units of performance standards developed, modified, and/or interpreted and rating techniques developed by subordinate supervisors, teams, etc. as appropriate. Explains performance expectations and provides regular feedback on strengths and weaknesses. Appraises performance of employees directly supervised and serves as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards and changes in position classification to higher-level managers. Hears and resolves group grievances and employee complaints. Initiates action to correct performance or conduct problems and/or approves serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory subordinates. Ensures documentation prepared to support actions is proper and complete. Reviews developmental needs of employees and makes decisions on non-routine, costly or controversial training needs and/or requests for employees. Encourages self-development. Approves leave and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Ensures actions taken directly as well as those by subordinate supervisors and/or teams promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all human resources management actions and decisions, and ensures all human resources are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of human resources resources.

Prepares budget requirements and executes the budget which includes such items as travel, per diem, supplies, and equipment. Ensures the assigned office space is conducive to a human resource management office and is accessible to persons with disabilities. Counsels employees on safe office work habits and ensures the workplace is safe. Counsels staff on protection of

employee information in accordance with the Privacy Act. Counsels staff on compliance with communications-computer security requirements.

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### **Supervisory Controls**

Works under the general supervision of the Director, OARM-RTP who provides overall policy direction and rates performance. The incumbent is directly accountable to the Director, OARM-RTP with appointing authority for the propriety of human resource administration actions taken. Work is reviewed for the quality of advice provided to managers and supervisors and satisfaction of legal requirements as determined through higher headquarters reviews and third party actions.

### **Recruitment, Knowledges, Skills, and Abilities**

1. Mastery knowledge of the laws, rules, and regulations governing federal human resources management.
2. Knowledge of pay budget policies and procedures.
3. Skill in analyzing a wide variety of work force data to provide recommendations for improving the human resource management program.
4. Skill in written and oral communication to present issues and recommendations.
5. Ability to lead, manage, and supervise a large and complex human resources staff.
6. Ability to manage a human resource office (e.g., budgeting, space management, safety, etc.).

### **Factor 1: Program Scope and Effect**

**Level 1-4 775 Points**

Directs human resources management services for an employee population of more than 10,000 positions. Human resources services support a wide variety of functions performed including high-level scientific and engineering functions at laboratories, environmental protection compliance in regional operations, and administrative functions such as information management, facilities engineering functions, and financial management and contracting functions, etc.

The work impacts the Agency's headquarters, major programs and much of the entire field establishment.

### **Factor 2: Organizational Setting**

**Level 2-3 350 Points**

Reports to the Director, OARM-RTP, an SES level position.



**Factor 3: Supervisory and Managerial Authority Exercised      Level 3-3b 775 Points**

The human resources officer has a subordinate staff that includes five branch supervisors who coordinate and oversee the work. In addition to exercising all of the delegated supervisory authorities described at level 3-2c of this factor, the human resources officer also exercises authorities 1, 2, 3, 5, 6, 7, 8, 9, 10, and 15. Since at least eight elements defined in level 3-3b are present, level 3-3 is assigned.

**Factor 4: Personal Contacts**

**Subfactor 4A: Nature of Contacts**

**Level 4A-3 75 Points**

Frequent contacts with higher-ranking managers throughout the Agency and with headquarters administrative support staff as well as members of the business community, special interest groups, schools, and other sources of recruitment.

**Subfactor 4B: Purpose of Contacts**

**Level 4B-4 125 Points**

Regularly involved with meetings and presentations involving problems or issues of considerable consequence or importance that impact the management of the Agency work force and the effective and efficient accomplishment of the mission. This includes Labor-Management Relations, Equal Employment Opportunity, and other meetings and presentations to Agency high-level managers. The human resources officer is required to justify, defend, and negotiate in representing the human resources program and obtaining compliance with human resources laws, rules, regulations, and practices.

**Factor 5: Difficulty of Typical Work Directed**

**Level 5-7 930 Points**

The position is responsible for providing direction and supervision over work performed at the GS-12 level which best characterizes the nature of the basic, nonsupervisory work performed in the organization and which constitutes 25 percent or more of the workload (not positions or employees) of the organization.

**Factor 6: Other Conditions**

**Level 6-6b 1325 Points**

The work involves managing work through subordinate supervisors who each direct substantial workloads comparable to the GS-12 level. Supervision requires significant and extensive coordination and integration of a number of important projects or program segments of administrative work. Makes major recommendations concerning the determinations of projects or program segments to be initiated, dropped or curtailed; the optimum mix of reduced operating costs and assurance of program effectiveness, including introduction of labor saving devices, automated processes, and methods of improvement; and the resources to devote to particular programs (especially when staff years and a significant portion of the organization's budget is involved).

**Total Points = 4355   GS-15 Grade Range = 4055 - Up**